



JOB DESCRIPTION

Job Title: Reports to:	Home School Coordinator Education Department Director	Department: Education
Classification: (Do not fill in)		Employment Status: Non-Exempt, Full Time, Sensitive
Date Approved: (Do not fill in)		Supervisory Status:
Salary, Minimum:	Mid-level:	Driving Classification: Daily
		Maximum:

Summary: Home School Coordinators are responsible for providing supplemental educational services to eligible Native American students and their families which promote academic success. Home School Coordinators are liaisons and advocates and perform the following duties personally under the general supervision of the Education Department Director.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Establishes positive relationships with students and assists directly toward adjustment in school;
- Provides information to parents/guardians in order to better understand the school and its programs;
- Develops success plans to address academic, attendance, and behavioral issues of students;
- Develops and implements activities which promote higher education;
- Acts as a liaison between students and their classroom teachers;
- Meets with students and staff at school daily to assist students in meeting classroom expectations;
- Adheres to authorized policies and school regulations;
- Works with school counselors and other staff as well as in collaboration with tribal agencies and outside agencies to assist students who are experiencing academic and social challenges;
- Is available to school staff members as a resource for Native American students;
- Initiates and maintains communication with parents/guardians of students who have excessive absences and tardiness;
- Conducts home visits as necessary and/or requested by school;
- Prepares activities that promote Native American culture, cooperation, trust, communication, skills, and creativity;
- Advocates for students and families in various meetings such as SARB meetings, Administrative Hearings, Retention committee meetings, School Board meetings, and during IEP meetings when requested to do so by parents/guardians;
- Responds appropriately and cooperates with parents/guardians, students, and staff to resolve matters in the best interests of students;
- Processes written communication appropriately and professionally;
- Documents activities and accurately maintains student files;
- Submits reports in an accurate, timely manner;
- Tutors students in Homework Club program;
- Assists in coordinating incentive programs for attendance, academic achievement, and behavioral improvement;
- Provides limited transportation, per policy

Competency:

- Ability to maintain high ethical responsibility in adhering to confidentiality

- Ability to demonstrate a high degree of work ethic. Must be dependable, responsible, and a motivated self-starter.
- Ability to work independently and have good organizational skills
- Ability to establish and maintain effective working relationships with co-workers, other Tribal employees, Fort Mojave Education Committee, Tribal Council, and the public.

Qualifications:

- Ability to establish a positive rapport with Native American students and their parents/guardians;
- Strong communication skills;
- Professional, responsible demeanor;
- Positive interpersonal skills and proven ability to work well with people of diverse backgrounds;
- Knowledge of the Fort Mojave Indian Reservation and the geographical locations of student's homes; and
- Ability to tutor High School level subjects such as English 9, 10, 11 and 12; Government; Biology & Chemistry; and Algebra and Geometry;

Education/Experience:

Bachelor's Degree preferred; Associates Degree required. Excludes trade/technical school and programs. Must be able to pass a thorough character background and fingerprint check in accordance with the requirements of PL 101-630.

Language Ability:

- Ability to read and interpret documents
- Ability to write routine reports and correspondence
- Ability to speak clearly and effectively to individuals and groups

Math Ability:

- Ability to tutor Math including Algebra
- Ability to calculate costs for direct financial assistance such as meal money

Reasoning Ability:

- Ability to apply common sense and understanding to carry out instructions furnished in written and oral form.

Computer Skills:

- Skills in using computers and business software proficiently.
- Demonstrated knowledge of Microsoft Office Powerpoint, Word, Publisher, and Excel

Equipment, Machinery, Tools and Material Utilization:

- Skills in use of business office equipment, including calculators, facsimilie machines, scanners, copiers, etc.

Certificates and Licenses:

- Valid driver's license and be insurable under the tribe's policy
- CPR/First Aid (must be obtained within 90 days of employment)